

Administrative Staff Council (ASC)
Meeting Minutes
Thursday, February 1, 2018
201 Bowen-Thompson Student Union

In Attendance: Jessica Belcher (Secretary), Jacey Brooks, William Burns, Kalee Carlton, Dawn Chong, Jordan Cravens, Jamie Daughton, Beth Detwiler (Chair), Judy Donald (BGSURA), Gabe Dunbar, Tony Fox, Leslie Galan (via Web Ex), Emily Gattozzi, Teri Gentry, Todd Glick, Kerry Gonzalez, Brigitte Green-Churchwell, Jacob Haun, Chet Hesson, Sophia Jackson, Jeremy Joseph (Past Chair), Margo Kammeyer (Chair Elect), Karla Leady (CSC), Steve Letzring, Rebecca Lyons, Ryan Miller, Monica Ochola (guest), Kristin Peiffer, Thomas Rapier, Lindy Smith, Jaime Spradlin, Susan Stearns, Danijela Tomic, Jennifer Twu, Cindy Valentine, Chris Wammes

Substitutes: Tom Siebenaler for Thomas Daniels, Andrea Boehme for Heidi Popovitch

Absent: Gregory Boo, Sheila Brown, Brett Pogan, Robin Veitch

Call to Order: Beth Detwiler, Chair of ASC, called the meeting to order at 1:30 pm.

Guest Speaker:

Leah Howell, Student Organizations Discussion:

- There are 382 active student organizations on campus currently, 30-35 dormant organizations.
- Every organization is required to have a faculty or staff advisor. This is an opportunity for staff who are interested in serving as an advisor.
- Many of the organizations are working on fundraising efforts which is another opportunity for staff.
- Let Leah Howell know if you are interested in serving as an advisor or supporting a student organization in some way.
- Save the Date: Wednesday, April 25 from 8:00pm – 1:00am for Falcon Finale. More to come later.
- Contact Leah for a list of organizations looking for assistance.

Drew Small, Office of Admissions:

- There are many opportunities for volunteers during the Presidents' Day Open House and you can sign up online. The link was in the 2/1/18 campus update.
- There are 616 students registered as of today, including over 100 from out of state.

Rodney Rogers, Interim President:

- BGSU is in a period of transition in senior leadership positions right now.
- The Board wants to make sure the university continues to drive forward on several key initiatives during the transition.
- Facility updates continue across campus.
- The campus campaign has a goal of \$200,000,000 and we have a little more than two years to finish this campaign goal.
- Question: Can you discuss the Falcon Tuition Guarantee program and how it will impact BGSU?
 - Answer: All of the Ohio public institutions, except for one, have or will have moved to the tuition guarantee program by the Fall of 2018. The freshman class this fall will be locked in for their four years. Tuition will not be raised for current, continuing students. The impact will require us to be very disciplined in how we spend our funds. This won't be much different from our current plan since BGSU has not raised tuition in several years. This program provides families the ability to plan ahead for the future.
- Question: What is the goal of the winter session and what courses will be offered?

- Answer: Almost 100 courses have been approved for the winter session already. They include study abroad courses, research courses, “catch up” type courses to help students who need more general education type courses, and courses that would allow students to finish their course load and graduate early.
- Question: What type of resources will be offered for students on campus during the winter session?
 - Answer: We will have a housing and dining plan available for students during the winter session with rates for students taking courses or not taking courses. Miami University already has a similar winter session program with students returning early and have not reported any major issues with having a lot of students on campus but not taking classes.
- Question: Will there be a lower housing rate for athletes in season who have to be on campus during the winter session?
 - Answer: Dr. Rogers is working with Athletics on this issue.

Chair’s Report:

HR 1/17/18

- Does administrative staff receive compensation for coming to work during an emergency and they are an essential employee?
 - This was in reference to a policy that was in place 10 years ago but there is no policy currently in place. There is no compensation for an administrative staff member if they have to attend work during an emergency as an essential employee.

Tri-Chairs 1/18/18

- CSC
 - Reviewing their handbook.
 - Leave bank should be ready to review Feb. 7.
 - Hosting a financial peace seminar at upcoming meeting.
 - Interested in having a professional development session like ASC.
- Faculty Senate
 - Preparing for leadership change in April.
 - They will have open forums on Charter modifications the third week in April. It might include curriculum changes.

University Council 1/29/18

- Leadership transition
 - February board meeting will determine when we kick off President search
 - New president, provost, vice provost for academic affairs
 - Two Dean searches in progress as well
 - Moving the institution in positive direction is the goal
- Priorities for Spring 2018 and beyond
 - Ensuring every student has the opportunity of unique bg experience
 - Improve graduation rates
 - New academic programs
 - Success at the comprehensive campaign
 - Increase scholarships
 - Several major gifts will be announced shortly
 - 110.5 at this time out of 200 million
 - Diversity and Inclusion will be sending a campus climate survey
 - Women Deans will be hosting a #MeToo event in March for faculty and staff

- New budget for tuition guarantee - only two competing schools will not be moving to this process
- New homepage website will be updated this spring that is more admissions focused
- University Council will now be held 1-2 times a semester

Hearing of the Public – Opportunity for guests to address the council: None.

Discussion: None.

Treasurer’s Report: None.

Secretary’s Report: Minutes from the December meeting were sent out on December 14 and the January minutes were sent out on January 9. The December and January minutes were approved 1st by Rebecca Lyons and 2nd by Cindy Valentine. The motion passed.

We are still looking for someone to take the open Student Affairs representative spot for the rest of the 2017-18 school year. If you know of someone who may be able to fill this spot for the next four meetings, please have them contact me ASAP.

Please welcome our new representative Jamie Daughton, who replaced Sheri Leatherman who left BGSU in January.

Committee Reports:

Amendments & Policies:

- The committee has reviewed the proposed handbook and prepared a document of suggested changes which will be sent to Human Resources by the ASC Chair.

Awards & Recognitions:

- Nomination forms are being revised and will be sent out soon.
- The Awards Reception will be May 15 10:00 am – 12:00pm.

Outreach & Activities:

- Welcoming new hires
 - Human Resources reports for new administrative staff hires in December (2) bring our 2017 total to twenty-nine (29). Distribution of the welcome bags should be caught up by next week.
 - Ryan noted that ASC has had positive feedback on the welcome bags.
- Ryan noted the February Social Hour will be Wednesday, Feb. 7, 5-7 p.m. at Campus Quarters Sports Bar.
 - ASC/CSC/Faculty Senate Basketball Doubleheader – Feb. 3. Free/discounted tickets
 - Bowling night- Friday, March 16. RSVP link should be available soon.

Personnel Welfare & Compensation:

- We plan to meet after this week’s ASC meeting to start discussing what we would like to include in this year’s Administrative Staff Compensation Request.

Professional Development:

- We had eight applicants for the spring, and granted them all \$200 for their professional development for a total of \$1,600. We granted \$400 in the fall for a total of \$2,000. Emails were sent out, January 24th.

Student Scholarships:

- The committee is working on getting silent auction items for the Awards Reception as a fundraiser for the scholarship fund.
- 50/50 sales will begin today. Each member can take a roll back to their office to sell.

Liaison Reports:

Classified Staff Council:

- On February 27 the Council will meet with Dr. Rogers.
- They are working on their handbook review.
- Their awards reception will be on May 16 and they are still looking for nominations.

Faculty Senate Representative:

- Faculty raised concerns about the new common evaluation for courses.

Retiree Association:

- They are working on the retiree handbook and they will try to finalize at their April meeting.

Ombuds Update: No report.

ASC Historian: No report.

University Committee Reports:

- Equal Opportunity Compliance Committee: They will be meeting next week and talking about the grievance policy.

Old Business: None.

New Business: None.

Upcoming Dates:

- Next ASC Meeting - March 1
- ASC Social – Feb. 7, 5 p.m. – Campus Quarters
- Tri-Council Celebration of BGSU Athletics, hosted by Bob Moosbrugger, Athletic Director – Feb. 3, 1 p.m.

Good of the Order: The library has a list serve for everyone that works in the building and uses it to send out the ASC agenda and invite any guests to attend the meeting. A listserve is free to set up at BGSU and could be used to share information in your department/college. Job Fair/Career Expo is Tuesday in the Field House. Nominate a student assistant for an award. March 3 regional history competition at the library and judges are needed. Marcos has Super Bowl specials this weekend. Anime event in dining next weekend.

Adjournment: Steve Letzring made a motion to adjourn. Kristi Peiffer seconded the motion. The meeting adjourned at 2:34 pm.